



## CITY OF LONG BEACH

### EMPLOYMENT OPPORTUNITY

#### Community Worker Non-Career (Part-time/Unclassified) Epidemiology and Communicable Disease Control Program

Policy, Planning, & Prevention Bureau

\$14.09 - \$19.09 per hour

## DEPARTMENT OF HEALTH & HUMAN SERVICES

### POSITION:

The City of Long Beach Department of Health and Human Services, Policy, Planning, & Prevention Bureau, is recruiting for one Community Worker Non – Career position. Under the direction of the Epidemiology Program Supervisor, the Community Worker will provide assistance in data entry and management; disease control, monitoring, and investigation; and communications with healthcare providers and other community partners. The position is at the main health facility located at 2525 Grand Avenue, Long Beach, CA 90815. Non-career employees are not typically eligible for health/dental/vision benefits; however, they may be eligible for sick leave benefits. Non-career employees are limited to 1600 work hours per service year and are not guaranteed a minimum number of work hours.



### EXAMPLES OF DUTIES:

- Enters communicable disease reports into the California Reportable Disease Information Exchange (CalREDIE).
- Manages data entry and triaging of communicable disease reports.
- Assigns case reports to Epidemiology Program staff for investigation.
- Consults with local healthcare providers to collect required patient information.
- Participates in public health trainings, exercises and drills.
- Consults with staff members, local healthcare professionals, and the public on community health issues.
- Represents the department in disease control activities.
- Enforces public health laws, rules and regulations governing communicable disease control.

### EXAMPLES OF DUTIES (CONT.):

- Participates in annual training regarding patient confidentiality and privacy protection and complies with confidentiality regulations, policies and procedures.
- Performs other related duties as assigned.

### QUALIFICATIONS:

- High school diploma or equivalent.
- Six months of paid experience working with the public and interacting with community groups concerning health and/or social services.
- A valid California motor vehicle operator's license and an insured vehicle.

### SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- Strong oral and written communication skills.
- Ability to maintain confidentiality.
- Proficiency with Microsoft Word, Excel, Outlook, Access, SQL, and the Internet.
- Willingness to work evenings, weekends, and holidays.
- Bilingual proficiency in Spanish and/or Southeast Asian language desirable.
- Sound data entry and organizational skills.

### APPLICATION PROCESS:

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, September 4, 2015. To be considered, please email a letter of interest and resume to the email address below. Please include "PPP- Req HE15-061 EPI CW-NC in the subject line.

**[LBDHHS-JobApplications@longbeach.gov](mailto:LBDHHS-JobApplications@longbeach.gov)**

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE15-061)

***The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.***

*The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.*

*If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.*